

**New Commercial  
Shell Only  
Submittal Requirements**

In order to process and expedite your request for a building permit, please submit the items listed below and include this completed Checklist in your submittal. Please ask the Counter Technicians if you have any questions. **A plan check fee will be required at submittal.**

Four (4) complete stapled (down the left side) sets of drawings 24"x36" minimum size - 30"x36" maximum size shall include:

**A. General**

- ☐ **Planning Department Conditions of Approval AND accompanying letter must be copied onto the first sheet (contact your project planner to obtain a copy).**
- ☐ **A Compliance Memorandum shall be prepared and submitted with the building permit application detailing how the Conditions of Approval will be addressed.**
- ☐ *Blueprint for A Clean Bay* sheet must be the second page (available at the Building Counter for a fee of \$3, at San Jose Blue Print or at [www.losgatosca.gov/building](http://www.losgatosca.gov/building)).
- ☐ Wet signature & stamp on all documents by design professional(s)
- ☐ Name, title, registration number, address, and telephone number of applicable design professional(s) on each sheet
- ☐ Cover sheet information: List the 2013 California Building, Electrical, Mechanical, Plumbing, and Fire Codes, 2013 California Energy Code; construction type, occupancy class, scope of work (i.e. new square footage, lot size, FAR, average slope of lot, linear footage of new retaining walls, etc.), and sheet index.
- ☐ **Grading Plans and Site Improvement Plans must be submitted under a separate package directly to the Engineering/Public Works Department at 41 Miles Ave.** Contact them at (408) 399-5771 for submittal requirements and fees.

**B. Architectural**

- ☐ **Plot/Site Plan:**
  - a. Must show site plan, lighting, vicinity map, site parking and North arrow
  - b. Define a brief "Scope of Work" (i.e. square footage, lot size, new retaining wall(s) linear & square footage)
  - c. Must show building data: type of construction, square footage, sprinklers and occupancy classification(s)
  - d. **Title 24 Accessibility requirements**
- ☐ **Floor Plan:**
  - a. Define space function (i.e. storage, manufacturing, etc.), exiting paths and corridors, door and window and hardware
  - b. Rated corridors and other rated exit enclosures and exits must be shown on a complete building floor plan
  - c. Provide estimate of the occupant load numbers for each floor/area
  - d. **Title 24 Accessibility requirements**
- ☐ **Elevations:**
  - a. Exterior elevations
  - b. Additional elevations may be required for project clarifications
  - c. Cross-section showing location of new HVAC equipment
- ☐ **Reflected Ceiling Plan**, if applicable

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#### C. Structural

- ☐ **Structural Details & Plans:**
  - a. Shall be wet-stamped by State of California licensed engineer
- ☐ **Structural Calculations:**
  - a. Two (2) sets of wet-stamped and wet-signed calculations

#### D. Electrical

- ☐ Main Power Distribution Plan
- ☐ Schematic One-Line Diagram
- ☐ Panel Schedules and Load Calculation
- ☐ Electrical Floor, Ceiling, Roof, and Equipment Power Plans (if part of shell)

#### E. Mechanical/Plumbing

- ☐ Building Distribution and Layout
- ☐ New Mechanical Equipment (if part of shell)
  - a. Provide description, equipment schedules, including equipment weights. Structural calculations are required for equipment weighing over 400 lbs.
- ☐ Roof Plan:
  - a. Show location of new equipment, roof screening, and drainage

#### F. Form Submittals

- ☐ T-24 Energy Report
  - a. Provide two (2) sets of wet signed and stamped reports
  - b. Title 24 requirements will include applicable reports and mandatory measures: required compliance statements, specifications, and mandatory measures shall be incorporated onto the plans. **Note: The appropriate ENV and LTG forms must be permanently copied onto the plans.** The forms can be located at: [www.energy.ca.gov/title24](http://www.energy.ca.gov/title24)
- ☐ Two (2) sets of Soils Report - wet-stamped & wet-signed. (All soils reports must be loose leafed or stapled – no bound reports will be accepted).

#### G. Other documentation that may be necessary, but not required for submittal

- ☐ Special Inspection form. Form is available online or at the Building Service Counter. It must be **completely filled out and signed by all required parties prior to permit issuance.** A separate form is required for each inspection if performed by separate inspectors.
- ☐ Santa Clara Valley Water District Permit. Required if you are doing construction within 50ft of a natural water course. Contact SCVWD at (408) 265-2600 x2253 for more information.

#### Notes:

- If one or more required items are not submitted, the application will be considered incomplete and will not be accepted.
- Permits can only be issued to a Property\Home Owner (not a tenant) or a Licensed Contractor.
- No materials or containers (including debris boxes) are allowed to be stored in the public-right-of-way without first obtaining a permit to do so from the Engineering Division of the Public Works Department. Call (408) 399-5771 for requirements and fees

#### Signature:

*I have read the above information and have submitted all the required information.*

Signature:

Date: